

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 20-086C OPENING DATE: 18-Feb-20 CLOSING DATE: 1-Apr-2020

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Program Analyst, GS-0343-10, MPCN: 0076080634

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$60,355.00-\$78,464.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to AZNG: T32, T5 Employees and AGR/DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☐ NO ☒

PCS may be offered: YES ☐ NO ☒

NOTES:

Note: Must possess or be able to obtain access to DTS to perform duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to Develop goals and objectives and reviews and revises policies, procedures, mission objectives, and implements quality improvements.

2. Ability to manage unit deployable and home station equipment and supply program as required by specific Equipment and Supply Listing, to include requisitions, inventories, turn-in and repair and maintenance of mobility equipment, tool kits, mobility bags, ammunition and home station training equipment.

3. Ability to develop projected financial requirements based on previous funding records, surveys of supervisors or program managers and knowledge of internal operational requirements (i.e., mandatory NG Technician or military training; equipment upgrades or maintenance needs, etc).
 4. Ability to establish and develop training programs and classes for PRIME BEEF, OJT and wartime task training.
 5. Ability to develop unit mobility and deployment plans to meet worldwide contingencies.
 6. Ability to perform as a DTS organizational defense travel administrator.
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SPECIALIZED EXPERIENCE: Must have 24 months experience, education or training which has provided a working knowledge of the National Guard organizational structures, functions, procedures, and techniques. Experience analyzing, interpreting and developing policies and procedures of local management. Experience in establishing and implementing programs to prepare the unit to support peacetime missions, wartime plans, and Wing wartime bed-down requirements. Analyzes and reviews status of equipment and personnel assets for Status of Resource Training System (SORTS) reporting. Experience establishing working relationships with personnel at NG level, gaining MAJCOM, and other agencies. Experience in analyzing and scheduling required training to insure unit fulfills requirements in accordance with directives.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose of this position is to serve as the subject matter expert in managing the unit PRIME Base Engineer Emergency Forces (BEEF) and Mobility programs which includes civil engineering (CE) unit activities. This position develops concepts, procedures, and systems necessary to implement the unit PRIME BEEF and Mobility Programs to include Air Expeditionary Force (AEF) deployment/CE management. Manages deployment/contingency planning for mission accomplishments. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of CE administration and services, and PRIME BEEF and mobility programs impacting the unit. Reviews/approves and maintains a current file of PRIME BEEF and mobility plans. Procures, stores, and maintains mobility equipment and home station training equipment as required by specific Equipment and Supply Listing (ESL), and Allowance Source Codes (ASC). Develops unit mobility and deployment plans to meet worldwide contingencies. Performs other duties as assigned. Identify deficiencies and develops/implements plans for increasing mission readiness for PRIME BEEF and mobility programs. Manage deployment/contingency planning for unit mission accomplishments. Experience in using AEF Reporting Tool, and report timely and accurate unit's readiness and tasking status. Evaluate training needs and coordinates planning with base civil engineer. Perform tasks as assigned.

SELECTING OFFICIAL: Maj Simon Amavisca
